

SENIOR ENLISTED PERFORMANCE REPORT (MSGT thru CMSGT)			
I. RATEE IDENTIFICATION DATA			
1. NAME (Last, First, MI)	2. CAPID	3. RANK	4. UNIT
5. PERIOD OF REPORT From: Thru:	6. NO. DAYS SUPERVISION		7. REASON FOR REPORT
II. JOB DESCRIPTION			
1. DUTY TITLE			
2. KEY DUTIES, TASKS, AND REPOSNSIBILITIES -Provide highly effective leadership through visible, active leadership - Seek specialty training in support of squadron functions - Serve in a staff position			
III. EVALUATION OF PERFORMANCE			
1. DUTY PERFORMANCE (Consider quality, quantity, and timeliness of duties performed)			
<input type="checkbox"/> Inefficient. An unprofessional performer.	<input type="checkbox"/> Good performer. Performs routine duties satisfactorily.	<input type="checkbox"/> Excellent performer. Consistently produces high quality work.	<input type="checkbox"/> The exception. Absolutely superior in all areas.
2. JOB KNOWLEDGE (Consider whether rate has technical expertise and is able to apply knowledge)			
<input type="checkbox"/> Lacking. Needs considerable improvement.	<input type="checkbox"/> Sufficient. Gets job done.	<input type="checkbox"/> Extensive knowledge of all primary duties and related positions.	<input type="checkbox"/> Excels in knowledge of all related positions. Masters all duties.
3. LEADERSHIP (Consider whether ratee motivates peers or subordinates, maintains discipline, sets and enforces standards, evaluates subordinates fairly and consistently, plans and organizes work, and fosters teamwork)			
<input type="checkbox"/> Ineffective.	<input type="checkbox"/> Gets satisfactory results.	<input type="checkbox"/> Highly effective leader.	<input type="checkbox"/> Exceptionally effective leader..
4. MANAGERIAL SKILLS (Consider how well member uses time and resources))			
<input type="checkbox"/> Ineffective.	<input type="checkbox"/> Manages resources in an effective manner.	<input type="checkbox"/> Skillful and competent.	<input type="checkbox"/> Dynamic, capitalizes on all opportunities.
5. JUDGMENT (Consider how well ratee evaluates situations and reaches logical conclusions)			
<input type="checkbox"/> Poor.	<input type="checkbox"/> Sound.	<input type="checkbox"/> Emphasizes logic and decision making.	<input type="checkbox"/> Highly respected and skilled.
6. PROFESSIONAL QUALITIES (Consider ratee's dedication and preservation of traditional military values – integrity and loyalty)			
<input type="checkbox"/> Unprofessional, unreliable.	<input type="checkbox"/> Meets expectations.	<input type="checkbox"/> Sets an example for others to follow.	<input type="checkbox"/> Epitomizes the Civil Air Patrol professional.
7. COMMUNICATION SKILLS (Consider ratee's ability to organize and express ideas))			
<input type="checkbox"/> Unable to communicate effectively.	<input type="checkbox"/> Organizes and expresses thoughts satisfactorily.	<input type="checkbox"/> Organizes and expresses ideas clearly and concisely.	<input type="checkbox"/> Highly skilled writer and communicator.

IV. PROMOTION RECOMMENDATION (Compare ratee with others of like rank and responsibility)			RATEE NAME (last, first, MI): ,		
RECOMMENDATION	NOT RECOMMENDED	NOT RECOMMENDED THIS TIME	CONSIDER	READY	IMMEDIATE PROMOTION
RATER'S RECOMMENDATION	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
ADDITIONAL RATER'S RECOMMENDATION	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

V. RATER'S COMMENTS			
<div></div>			
Last performance feedback was accomplished on:			
NAME, RANK, UNIT	DUTY TITLE		DATE
	CAPID	SIGNATURE	

VI. ADDITIONAL RATER'S COMMENTS			<input type="checkbox"/> CONCUR	<input type="checkbox"/> NONCONCUR
<div></div>				
NAME, RANK, UNIT	DUTY TITLE		DATE	
	CAPID	SIGNATURE		

INSTRUCTIONS Reports written by colonels do not require an additional rater, however, endorsement is permitted. When the rater's rater is not at least a MSgt the additional rater is the next official in the rating chain serving in the grade of MSgt or higher.
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VII. COMMANDER'S REVIEW		
<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR (Attach additional sheets if necessary)	SIGNATURE

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